

## Texas Historical Commission Job Vacancy Notice

**Position Title:** THGC Communication and Education Specialist  
**Classification Title:** Information Specialist II  
**Job Posting Number:** 18-36R  
**Salary:** \$3,800.00-\$4,200.00/Monthly  
**Salary Group/Class#:** B-17/1831  
**FLSA:** Exempt  
**Opening Date:** 4/6/2018  
**Closing Date:** Until Filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40  
**Work Location Address:** Texas Holocaust and Genocide Commission (THGC)  
1711 San Jacinto, Austin, Texas 78701

**JOB OBJECTIVE:** Work under the direction of the Texas Holocaust and Genocide Commission's (THGC) Executive Director to oversee the commission public information efforts. Perform moderately complex (journey-level) informational and educational work. Work involves collecting and preparing information to design and produce materials for release to news and/or social media and for use by the agency, the public, and other agencies. Work includes developing strategies and implementing communications and creating print and digital media that promotes THGC programming. This position will also work with the THGC's Education Coordinator, providing administrative and technical support for existing K-12 and higher education commission programming.

### **ESSENTIAL DUTIES:**

1. Coordinate an effective presence on social media sites, and blogging, including posting approved broadcast messages, email newsletters, and may assist with preparing general comments.
2. Plan the design of public information and education campaigns related to commission services.
3. Serve as project lead and primary liaison to outside web development vendors and work closely with them on redesign and redevelopment projects, as well as, ongoing maintenance of websites.
4. Assist with layout, design, illustration, production, color selection, and ink and paper selection for print jobs.
5. Prepare and edit organizational publications, news and informational releases, and educational scripts.
6. Assist the THGC Education Coordinator in communication with public and private primary and secondary schools, institutions of higher learning, existing public or private Holocaust resource organizations including the United States Holocaust Museum, Texas Holocaust museums, and Texas organizations and state agencies that carry out educational functions, such as the Texas Education Agency and Texas Higher Education Coordinating Board.
7. Assist with research and the preparation of commission resources and materials for educator handouts at workshops and meetings.
8. Work on the administration of the THGC Educator grant program in cooperation with the Education Coordinator.
9. Monitor and develop requests for copyrighted permissions for the THGC's Online Digital Library for Educators.
10. Perform a variety of internal administrative and support work for the THGC's Education Program.
11. Respond to general information inquiries about commission activities.
12. Define key performance indicators and implement measurement, analytics, and reporting methods to gauge success.
13. Prepare speeches and talking points.
14. Follow current trends and best practices for user experience and web content.
15. Provide photography, videography and writing support for THGC programming.

16. Education Coordinator supervises the workflow of educational activities for this position.
17. Assist and support programming and exhibits.
18. May train others.
19. Provide general support for all commission programs, as needed.
20. Adhere to established work schedule with regular attendance.
21. Follow all THC safety guidelines, policies and procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

22. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university with major coursework in Journalism, Communications or related field.
- Minimum two years' work experience in developing public information for an organization.
- Work experience with managing websites, content management systems and coordinating web projects.
- Work experience manipulating various social media tools such as Facebook, Twitter, YouTube and Flickr.
- Work experience in journalism, writing, and editing.
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Aware of the Holocaust and Genocide studies and willing to expand knowledge base
- Work experience in photography, videography and Photoshop.
- Educational degree or background with some experience in producing materials for educators and providing teacher in-service presentations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong writing and editing skills and knowledge of Associated Press (AP) style;
- Effective verbal communication skills;
- Effective critical thinking skills;
- Knowledge of writing for the web;
- Skill in editorial and design concepts and practices, and in the use of a computer and applicable software;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine

motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**